

DEPARTMENT OF BOATING AND WATERWAYS

2000 EVERGREEN STREET, SUITE 100
SACRAMENTO, CA 95815-3888
(888) 326-2822
www.dbw.ca.gov



November 26, 2007

RE: Year End Report Information Letter

Dear Aquatic Center Director:

This letter is to remind you of your requirement for reporting annual summaries to the Department for calendar year 2007. Please submit this report no later than January 15, 2008.

Contractors are required to submit an annual report each year within the term of any contract with the Department of Boating and Waterways. Currently, scholarship contract terms run 1-2 years and equipment contract terms run for 15 years.

The summaries are made part of the Department's Recreational Boating Report sent to the U.S. Coast Guard in Washington, D.C. Your summaries are a very important part of this report and significantly help to secure future federal funding for the Aquatic Grant Program in California.

Components of your Year End Report

I. Year End Perspective

Please provide a narrative summarizing the activities of your program over the past year.

- A. Discuss what your grant funding was used for along with how it enhanced your program(s).
- B. Discuss any new developments, such as: changes in programming; new youth groups reached; retooling of curriculum, etc.
- C. Discuss successes regarding things like advertising or registration processes, etc.
- D. Include any challenges you encountered, such as: purchasing of equipment; weather; student registration; staffing, etc.

II. Course Information and Populations Served

Please provide information regarding the students receiving instruction during calendar year 2007 in charts A and B below.

Chart A

Type of Course	Length of Course (Days)	Length of Course (Hours)	# of Sessions Offered Annually	# of Students Enrolled in each Session	Total students receiving training in course type
Beginning Sailing (sample)	5	20	5	8	40

Total Students Served	
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Chart B

Population Segment	# of Students
General boating public	
School groups (elementary & high school)	
Other youth groups	
College students	
Senior groups	
Disabled groups	
Total students served	

III. Instructor Certifications

Please list the number of instructors in your organization in 2007. You may group instructors by like certifications. For example:

Certification	# of Instructors
U. S. Sailing Instructor Level 1	8

Type of Certification	# of Instructors

IV. Inventory List

Please provide a complete list of inventory purchased with grant funds from all contracts between your organization and the Department of Boating and Waterways. The attached spreadsheet will serve as your inventory list. Purchase price is only required on equipment purchased in contracts with numbers beginning with 02 and later.

Items required to be listed on inventories (regardless of value)

- Vessels:
 - Canoes
 - Kayaks
 - Rafts
 - Sailboards
 - Sailboats
 - Motorboats (including inflatables)
 - Rowing shells (there are a few programs that have these from years ago before we stopped funding shells.)
 - Personal Watercraft
- Trailers
- Engines

Items **not** required to be listed on inventories

- Paddles/oars
- Life jackets
- Wet suits/wet shoes
- Radios
- Dollies
- Sails
- Water skis/wake boards
- Helmets
- Spray skirts
- Dry bags
- Other safety equipment such as horns, megaphones, etc.

If you have a piece of equipment that is not listed in one of the above categories, contact Jana or Amy and we will discuss it with you.

Please be sure to note on your inventory list that all of your boats and trailers purchased through the aquatics funding program are registered/numbered in compliance with state law and with the equipment title vesting the Department of Boating & Waterways with legal ownership. The Department shall be listed as the lien holder and the contractor as the registered owner.

V. Photographs

Please provide photographs of students (in lifejackets if on the water or dock) learning boating safety skills and photos of your aquatic facility if available. A variety of ages and activities is appreciated. We use these pictures in reports and publications on occasion, so let us know if this presents a problem.

VI. Recommendations for Improvement

Please provide any comments regarding changes you would like to see relating to the Aquatic Grants Program.

As mentioned previously, this report is due no later than January 15, 2008. In keeping with requirements of your contract, failure to submit this report will result in penalties attached to future grant application requests.

This document including the Information Letter and the Inventory List spreadsheet is available at our website under Year End Report documents at:
<http://www.dbw.ca.gov/Funding/AquaticGrant.aspx>. We can also email you a copy of the inventory spreadsheet in an Excel format upon request.

If you have any questions, please contact either of us.

Sincerely,



Amy Rigby
Associate Boating Administrator
(916) 263-8190
arigby@dbw.ca.gov



Jana Clarke
Associate Boating Administrator
(916) 263-8187
jclarke@dbw.ca.gov